



August 20, 1979

NUMBER 1325.2

ASD (MRA&L)

Department of Defense Directive

SUBJECT : Desertion and Unauthorized Absence

- References :
- (a) DoD Directive 1325.2, "Desertion and Unauthorized Absenteeism" February 10, 1977 (hereby canceled)
 - (b) Title 10, United States Code, 801-940 Uniform Code of Military Justice (UCMJ)
 - (c) Manual for Courts-Martial, 1969 (Revised Edition)
 - (d) Plan for a Deserter Apprehension Program, prepared by Department of the Army, July 3, 1978, as amended and approved by Deputy Secretary of Defense memorandum dated August 9, 1978, subject: Deserter Apprehension Program
 - (e) through (h), see enclosure 5

A. REISSUANCE AND PURPOSE

This Directive reissues reference (a) to provide uniform policies and procedures designed to minimize the occurrence of desertion and unauthorized absence of military personnel, foster the development of effective deterrent programs, enhance apprehension efforts, and provide accurate and timely reporting of cases of desertion and unauthorized absence.

3. APPLICABILITY AND SCOPE

1. The provisions of this Directive apply to the Office of the Secretary of Defense, the Military Departments, the Defense Investigative Service (DIS), and by agreement with the Secretary of Transportation, to the Coast Guard. As used herein, the term "Armed Forces" or "Military Services" refers to the Army, the Navy, the Air Force, the Marine Corps, and the Coast Guard.

2. Its provisions cover all military personnel serving on or ordered to report to active duty in the Armed Forces of the United States and members of the Reserve Components serving on active duty or active duty for training (Article 2. Uniform Code of Military Justice (UCMJ) (reference (b))).

c. DEFINITIONS

For the purpose of this Directive, the following definitions apply.

1. Absentee. Any member of the Armed Forces not classified administratively as a deserter (see section D. below) who is absent without authority from his or her unit, organization, or other place of duty at which he or she is required to be.

2. Deserter. A member of the Armed Forces who has been administratively classified as a deserter (see section D. below) .

3. Deserter Under Aggravated Circumstances. Those cases of desertion where the individual is an officer, is wanted for selected offenses punishable under the UCMJ or has had access to classified defense information which, if disclosed, could jeopardize the security interests of the United States (enclosure 1).

4. Return to Military Control. The date and hour:

a. An absentee or deserter surrenders to, is delivered to, or is apprehended by or for military authorities, or

b. A civilian authority holding the absentee or deserter for some reason other than at the request of the military informs the military of his or her availability; or

c. An absentee or deserter otherwise comes under the control of military personnel.

5. United States. The 50 States and all territories and possessions of the United States, or all waters and airspace subject to the territorial jurisprudence of the united States.

D. POLICY

1. Criteria for Administrative Classification of Deserters. For administrative purposes, an absentee is classified as a deserter, and a DD Form 553, "Absentee Wanted by the Armed

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Forces" (enclosure 2) , shall be prepared when:

a. The facts and circumstances of absence, without regard to the length of absence, indicate that the member may have committed the offense of desertion, as defined in Article 85 of the UCMJ (reference (b)) and paragraph 164 of the Manual for Courts-Martial (reference (c)) ; or

b. The member has been absent without leave for 30 consecutive days; or

-c. The member is absent without authority, without regard to length of absence, and has gone to or remains in a foreign country and, while in the foreign country, has requested, applied for, or accepted, any type of asylum or residence permit from that country, or any governmental agency thereof.

2. Apprehension of Absentees and Deserters (see Plan for a Deserter Apprehension Program (reference (d))).

a. General

(1) Every practicable effort shall be made to apprehend absentees and deserters as expeditiously as possible. To achieve this end, vigorous efforts shall be made at the unit and other appropriate levels to investigate the facts and circumstances surrounding absences, to initiate apprehension actions, and to expedite appropriate notification procedures.

(2) Leads developed as to the location of absentees and deserters shall be conveyed expeditiously to appropriate civil law enforcement authorities who shall be requested to assist in the return of such persons to military control. The Military Services, with the assistance of the Defense Investigative Service, shall establish liaison and maintain a level of coordination with civilian law enforcement agencies necessary to encourage active participation by such agencies in absentee and deserter apprehension efforts.

(3) The Military Services shall release information concerning the deserter apprehension program in an effort to deter absenteeism and desertion.

(4) Annually, the Military Services shall meet to evaluate the results of the deserter apprehension program and recommend changes. These meetings shall be hosted in the order of Service seniority and shall include representatives

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from the General Counsel of the Department of Defense, the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) (**ASD(MRA&L)**), **DIS**, and the Military Services. In addition, the Federal Bureau of Investigation (FBI) shall be invited to attend. Minutes shall be recorded by the host Service and provided to participating agencies.

b. Authority to Apprehend

(1) Absentees and deserters may be apprehended by members of the Armed Forces under the circumstances prescribed by Article 7b of the **UCMJ** (reference (b)) and paragraph ~~19~~ of the Manual for Courts-Martial (reference (c)) .

(2) Any civil officer having authority to apprehend offenders under the laws of the United States may summarily apprehend a deserter from the Armed Forces and deliver him/her into the custody of those forces (Article 8 of the **UCMJ** (reference (b)) and paragraph 23 of the Manual for Courts-Martial (reference (c))). Civilian law enforcement authorities may apprehend absentees when requested to do so by military or Federal authorities.

(3) Us. authorities may apprehend absentees and deserters in foreign countries only when authorized by an international agreement with the country concerned or by agreement with appropriate local authorities when such agreement is not violative of an existing international agreement (see subparagraph **D.2.e(2)**). In these cases:

(a) Careful consideration must be given to possible international implications and adverse foreign reaction.

(b) When apprehension cannot be accomplished, a report of the facts shall be forwarded, through appropriate Military Service channels, to the **ASD(MRA&L)** for resolution.

c. Return to Military Control

(1) Absentees and deserters shall be received at any military installation that is manned by active duty personnel. Immediate action shall be taken to transfer an individual to the nearest installation of his or her branch of Military Service having facilities to process absentees and deserters.

(2) Absentees and deserters being detained temporarily in the hands of civil authorities shall be taken into custody by military authority as soon as possible after

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responsible military officials are informed of their place of detention and the civilian authorities are ready to release them. As a goal, military authorities shall strive to accomplish such return to military control within 48 hours after receiving notification of the absentee's or deserter's place of detention. To accomplish this goal, informal inter-Service agreements are encouraged between local or area commanders facilitating the pickup and transportation of absentees and deserters of all Services.

(3) In the absence of other specific arrangements among **Military** Service commands, when one of the Military Services makes a pickup of absentees and deserters from civil authorities anywhere in the continental United States, all such individuals, regardless of their Military Service, shall be picked up at the same time and delivered to the nearest **military** installation having facilities to process absentees or deserters. When such a multi-Service pickup cannot be accomplished, the military authority effecting a limited pickup shall notify the Military Service(s) of the individuals remaining in civilian custody, preferably before leaving the civilian confinement facility.

(4) In foreign countries, military attaches, the Chief of the Military Assistance Advisory Group (**MAAG**) or similar organization shall not accept the offer of a deserter or absentee to return to military control unless the United States is directly responsible for the presence of the individual in the country where assistance is requested.

(a) Normally, deserters and absentees shall be advised and assisted to report, at their own expense, to an appropriate U.S. military installation within the United States or overseas.

(b) Unless they are citizens of the country in which assistance is requested, absentees and deserters " shall be reported to the appropriate authorities of such foreign country with a view toward deportation.

(c) If the individual leaves the foreign country or is deported, the military attache or Chief of the MAAG shall make arrangements, if possible, when such departure is known to have the individual taken into custody upon his or her arrival within a territory where U.S. military officers have authority to apprehend.

(d) The Chief of the U.S. diplomatic mission shall be kept fully informed.

(5) All original recipients of a DD Form 553 (enclosure 2) shall be promptly informed of the individual's return to military control by the publication of a DD Form 616, "Report of Return of Absentee" (enclosure 3).

(6) The Military Services shall develop programs for retaining the maximum number of those absentees and deserters returned to military control who have potential for continued effective service.

d. Rewards and Reimbursements

(1) Receipt of any authorized communication, oral or written, from a military or Federal law enforcement official or agency, requesting active cooperation in the apprehension or delivery to military control of an absentee or deserter wanted by the Armed Forces, shall constitute the basis for a reward. After such communication, persons or agencies apprehending, detaining, or delivering absentees, deserters, or escaped military prisoners to military control shall be promptly rewarded or reimbursed (but not both) as follows:

(a) Payment of a reward in an amount not to exceed that specified in the applicable Defense Appropriation Act for the apprehension and detention of absentees, deserters, or escaped prisoners until the military authorities have taken custody of such persons.

(b) Payment of a reward in an amount not to exceed that specified in the applicable Defense Appropriation Act for the apprehension and delivery to military authorities of absentees, deserters, or escaped military prisoners.

(c) When persons or agencies who apprehend or return absentees and deserters to military custody may not be paid a reward, reimbursement for reasonable and actual expenses may be made not to exceed specifically authorized amounts for any one case.

(2) payments authorized by subparagraph D.2.d. (1) and costs of travel of guards assigned to absentees or deserters shall be charged to the military personnel appropriation of the parent Military Service, as prescribed in DoD 7110-1-M (reference (e)). Costs associated with an absentee's or deserter's transportation for return to designated military duty status shall be charged to the pay account of the individual member as prescribed in the Joint Travel Regulations, Volume I (reference (f)).

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e. Cooperation of Armed Forces and Civil Law
Enforcement Agencies

(1) Absentees or Deserters within the United States. Notices concerning members wanted for unauthorized absence or desertion who are believed to be within the United States shall be circulated expeditiously among those Armed Forces and civil law enforcement agencies considered useful in apprehending the particular absentee.

(a) Notices shall be sent to the FBI and Department of State only after appropriate review and signature by the Deserter Information Point (DIP) of the Military Service concerned. The standard format utilized in notifying the FBI of a need for apprehension support shall be DD Form 553 (enclosure 2).

(b) In certain cases, such as escaped military prisoners who are declared to be deserters and who have been convicted of one or more of the articles of the UCMJ outlined in enclosure 1, local commanders may notify the local FBI field office directly and request urgent apprehension support. The facts surrounding the desertion and the background of the individual shall be clearly specified. In such cases, a confirming DD Form 553 shall be immediately furnished to the field office and to the Service DIP. The FBI field offices, when these situations exist, have been authorized to initiate a deserter investigation on the Service's behalf without approval from FBI headquarters. When direct FBI field office support has been requested, the commander shall advise the Service DIP informally notifying FBI headquarters of the support requested.

(c) In all other circumstances, local commanders should alert the local FBI field office that a request for FBI apprehension support shall be made to FBI headquarters through the Service's DIP. The FBI field offices have not been authorized to initiate investigations in these situations without specific FBI headquarters approval. Such approval must be requested by the Service's DIP or appropriate investigating activity through an appropriately executed DD Form 553. Alerting the local FBI office to the facts of desertion and the background of the individual involved, together with the fact that a request for assistance can be expected, should assist in bringing about an early apprehension once an investigation is authorized and instituted.

(2) Absentees and Deserters outside the United States. Commands shall take such initial actions as the local situation warrants, within the primacy of applicable

international agreements, to secure cooperation in apprehension of absentees or deserters (subparagraph D.2.c. (4)).

3. Deserter Information System

a. A DIP shall be established as a central focal point in each Military Service to provide for the control, accounting, and dissemination of information concerning members administratively classified as deserters and those absent without leave for less than 31 days.

b. To provide the means for making timely and complete deserter information available to civil law enforcement agencies, each DIP has access to a terminal for direct entry to the FBI **National** Crime Information Center (NCIC) computer. Each Military Service shall ensure that deserter information is entered into the NCIC no later than 7 days after an individual has been administratively declared a deserter. Minimizing this time interval and increasing the reliability and use of the NCIC shall be a primary consideration for each Military Service.

c. The primary source of information to the DIP shall be the DD Forms 553 and 616 (enclosures 2 and 3), supported by the appropriate personnel forms documenting desertion or return to military control, and verified by the DIP through the automated personnel accounting system of the Military Service. The DIP shall make appropriate NCIC entries in the Wanted Persons File **as** soon as possible after verification. The DIP shall clear from the NCIC all members returned to military control, or whose status is determined to be other than desertion. Members who desert under aggravated circumstances, such as being involved in a crime of violence (enclosure 1), shall be reported immediately upon verification of deserter status by the DIP through the use of the DD Form 553 to the FBI for appropriate apprehension assistance or investigation.

d. Each Military Service shall ensure that its Deserter Information System provides management information that shall readily identify the number of absentees and deserters returned to military control and the mode of return (surrendered to/apprehended by military authorities, civilian authorities, FBI/or other authorities) .

E. RESPONSIBILITIES

1. The Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) shall:

a. Provide overall policy guidance for Services'

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programs that deter and minimize absenteeism and desertion.

b. Develop supplemental procedures that provide current and adequate information; act as a focal point in the Department of Defense for absentee and deserter information; and respond to queries concerning absentees and deserters.

c. Act as liaison between the Department of Defense and the FBI, and other government and civil law enforcement agencies on absentee and deserter policy matters.

d. Initiate and encourage research or studies on the causes of desertion and unauthorized absence.

e. Ensure that the joint policies and programs of the Military Services for apprehension of absentees and deserters are reviewed annually for effectiveness (subparagraph D.2.a(4)).

2. Heads of the Military Services shall:

a. Make every effort to deter desertion and unauthorized absence by improving current program management practices and developing new programs.

b. Designate a senior policy official to serve as the focal point for absentee and deserter policy and for administration of the absentee program.

c. Establish DIPs in accordance with paragraph D.3.a.

d. Cause representatives to meet at least annually to evaluate joint Service apprehension efforts and to propose necessary changes.

F. INFORMATION REQUIREMENTS

1. By May 31 and November 30 of each year, the Military Services shall forward the information prescribed by the reporting formats (enclosure 4) to the address listed therein for the two preceding fiscal quarters (October 1 through March 31 and April 1 through September 30). This reporting requirement applies only to enlisted members on extended active duty. Report Control Symbol DD-M(SA) 1454 is assigned to this report.

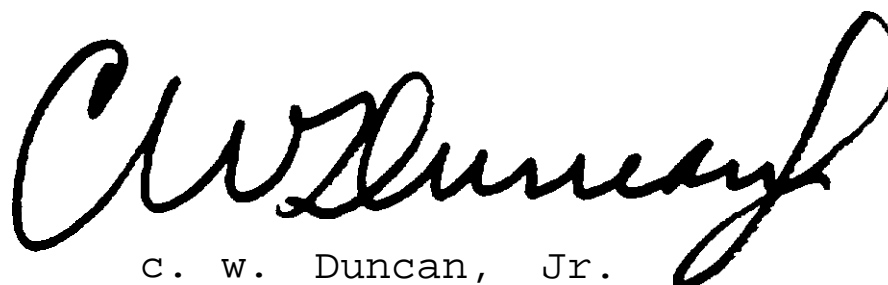
2. When alien deserters are discharged in absentia, military personnel offices shall forward one copy of DD Form 214, "Certificate of Release or Discharge from Active Duty," to the U.S. Department of State, Visa Office-CA/VO, State

Annex No. 2, Washington, D.C. 20520, to deter the unwarranted issuance of visas (see DoD Instruction 1336.1 (reference (9))).

3. For aliens who are absentees or deserters known or suspected to be residing in foreign countries, DIPs shall forward one copy of DD Forms 553 and 616 (enclosures 2 and 3) to the Visa Office, at the address in subsection F.2. , above. For U.S. citizens, DIPs shall forward one copy of the appropriate form to the U.S. Department of **State**, PassPort **Office-PPT/C**, 1425 K Street, Washington, D.C. 20525.

G. EFFECTIVE DATE AND IMPLEMENTATION

This **Directive** is effective immediately. Forward two copies of implementing documents to the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics) within 120 days.



C. W. Duncan, Jr.
Deputy Secretary of Defense

Enclosures - 5

1. Memorandum of Understanding on Military Deserters Between the FBI and DoD
2. DD Form 553, Absentee Wanted by the Armed Forces
3. DD Form 616, Report of Return of Absentee
4. Submission of Reporting Formats
5. References

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MEMORANDUM OF UNDERSTANDING ON MILITARY DESERTERS
BETWEEN THE FEDERAL BUREAU OF INVESTIGATION (FBI)
AND THE DEPARTMENT OF DEFENSE (DOD)

Desertion is a most serious offense under the Uniform Code of Military Justice. Vigorous efforts to apprehend deserters are essential in order to return deserters to military control and to deter others from deserting.

It is, therefore, agreed that:

(1) Each Military Department will continue to enter information on each deserter into the National Crime Information Center computer. This information will be kept current by the Military Departments and remain available to law enforcement officials at the national, state, and local levels as long as the individual is absent.

(2) Responses to inquiries from any law enforcement agency resulting from any other investigation of offense will disclose that the subject of the inquiry is wanted by a Military Department.

(3) The FBI Identification Division will continue to assist Military Departments in identifying persons through fingerprint comparison and will provide to the Military Departments wanted flash notice services for ordinary deserter cases and for offenses shown on the Attachment. These services will be initiated automatically upon the military's entry of a deserter's record in the Wanted Persons File of the National Crime Information Center.

(4) The FBI will conduct investigations for the purpose of apprehending deserters in those cases where aggravating circumstances exist in addition to the desertion offense. Aggravating circumstances include those matters listed on the Attachment. In such cases, the Military Department Headquarters will provide the FBI Headquarters with written notice which will specify the serious offense, in addition to desertion, of which the absentee is suspected. Such notice indicates that appropriate judicial or administrative disposition is contemplated upon return to military control. Upon receipt of such notice, the FBI will initiate an active investigation. The FBI will be informed promptly of any change in the status of a military member who is subject of an FBI investigation.

(5) It is possible other offenses may be committed which are not within the scope of the Attachment, yet because of their circumstances, are so aggravated that investigation and return to military control is warranted. Requests for FBI assistance in these few instances will be closely monitored by the Military Department Headquarters and that Headquarters will provide the FBI Headquarters with factual detail explaining the seriousness of the offense, in order to support an FBI investigation.

(6) The DoD will undertake its own program to deter desertion and to apprehend deserters. The Military Departments will **engage** in desertion prevention programs and will cooperate with all law enforcement officials in the return of deserters to military control.

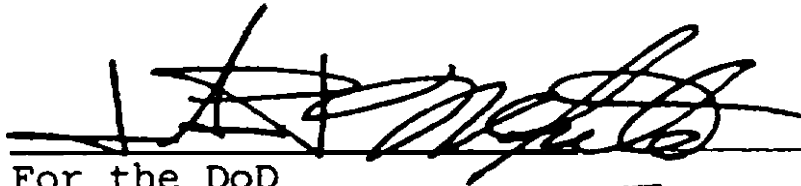
(7) The FBI will conduct investigations to apprehend military **personnel** convicted of one of the attached articles who subsequently escape military confinement.

Attachment

Oct 3, 1978
ate

23 SEP 1978
Date

William H. White
For the FBI


For the DoD
JOHN P. WHITE
Assistant Secretary of Defense
(Manpower, Reserve Affairs & Logistics)

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General

Desertion of officers.

Desertion of those who have had access to certain classified defense information which if disclosed could, in the view of the Military Department concerned, jeopardize the security interests of the United States.

Violations of the Uniform Code of Military Justice

- Art. 82 Soliciting or advising another to desert or to mutiny, or to commit misbehavior before the enemy. Sedition.
- 90 Striking, drawing, or lifting up any weapon or offering any violence to his superior commissioned officer in the execution of his office.
- 91 Striking or otherwise assaulting a warrant officer or a noncommissioned officer or petty officer while in the execution of his office.
- 92 Disclosure of classified defense information.
- 99 Misbehavior before the enemy.
- 100 Subordinate compelling surrender.
- 103 Looting and pillaging.
- 104 Aiding the enemy.
- 106 Spying.
- 116 Riot.
- 118 Murder.
- 119 Manslaughter.
- 120 Rape.
- 122 Robbery.
- 124 Maiming.
- 125 Sodomy by force and without consent, or with a child under the age of 16 years.
- 126 Arson.
- 127 Extortion.
- 128 Assault upon a commissioned officer not in the execution of his office.

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| ABSENTEE WANTED BY THE ARMED FORCES | | | | | | 1. DATE FORM PREPARED | |
|--|--------------------------------------|--|--|---------------------------|--------------------------------------|-------------------------|-----------------|
| 2. TO | | 3. NAME OF ABSENTEE (Last, First, Middk) | | | | 8. DISTRIBUTION | |
| | | 4. GRADE OR RATE | | 5. SEX' | | | |
| | | 6. RACE | | 7. DIP CONTROL NO. | | | |
| 9. PLACE OF BIRTH | | 10. DATE OF BIRTH | | 11. HEIGHT | 12. WEIGHT | 13. EYES(Color) | 14. HAIR(Color) |
| 15. SERVICE | 16. CITIZENSHIP (SPECIFY COUNTRY) | 17. SOCIAL SECURITY NO. | | 18. OPERATORS LICENSE NO. | | 19. OPERATORS STATE | |
| 20. YEAR OPERATOR'S LICENSE EXPIRES | | 21. DATE/HOUR OF ABSENCE | | | 22. ADMINISTRATIVE DATE OF DESERTION | | |
| 23. ORGANIZATION OR ACTIVITY AND PLACE FROM WHICH ABSENT (If unauthorized absence occurs in transit, list old and new unit in item 30 in REMARKS) | | | | | | | |
| 24. MEMBER'S PERMANENT RESIDENCE ADDRESS (include ZIP Code) | | | | | | | |
| 25. LICENSE PLATE NO. | | 25a. STATE | | 25b. YEAR EXPIRES | | 25c. LICENSE PLATE TYPE | |
| 25d. VEHICLE IDENTIFICATION NO. | | 25e. YEAR | 25f. MAKE | 25g. MODEL | 25h. STYLE | 25i. COLOR | |
| 26. DATE AND PLACE OF CURRENT ENLISTMENT | | | 27. DATE AND PLACE OF ENTRY INTO CURRENT PERIOD OF SERVICE | | | | |
| 28. NAME AND ADDRESS OF RELATIVES AND/OR PERSONS KNOWN BY ABSENTEE (include ZIP Code) | | | | | | | |
| <p>a. ESCAPED OR SENTENCED PRISONER <input type="checkbox"/> YES <input type="checkbox"/> NO CONVICTED FOR _____</p> <p>b. DISCHARGE STATUS: DISCHARGED <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> SUSPENDED</p> | | | | | | | |
| REMARKS (List peculiar habits and traits of character; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names); marks and scars; tatoos; facial characteristic, complexion; posture; build; other SSNS used by individual; or other data that may assist in identification. List known facts (e.g. armed and dangerous, drug user, suicidal tendencies, guards are needed, etc.). | | | | | | | |
| 31. MILITARY/CIVILIAN OCCUPATION | | | | | | | |
| 32. THE INDIVIDUAL DESCRIBED ABOVE IS ABSENT WITHOUT LEAVE AND HIS/ HER RETURN TO MILITARY CONTROL IS DESIRED. IF APPREHENDED BY YOU, EITHER DELIVER PERSON TO, OR NOTIFY, THE NEAREST ARMY, NAVY, AIR FORCE, MARINE CORPS, OR COAST GUARD INSTALLATION BY THE MOST RAPID MEANS AVAILABLE THAT THE MEMBER IS IN YOUR CUSTODY. FOR INFORMATION CONCERNING PAYMENT OF REWARD OR EXPENSES, SEE THE REVERSE OF THIS FORM. ADDRESS COMMUNICATIONS TO THE COMMANDING OFFICER (never to a named individual) OF THE APPROPRIATE ARMY, NAVY, AIR FORCE MARINE CORPS. OR COAST GUARD INSTALLATION. | | | | | | | |
| a. ORGANIZATION AND INSTALLATION | | b. TYPED NAME, GRADE, AND TITLE | | | c. SIGNATURE (All Copies) | | |
| DD FORM 553 REPLACES EDITION OF 1 FEB 68 WHICH IS OBSOLETE. | | | | | | | |

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3. Continuation OF ITEMS ON FRONT OR ADDITIONAL REMARKS.

INFORMATION

1. AUTHORITY TO APPREHEND

Any civil officer having authority to apprehend offenders under the laws of the United States, or of a State, territory, commonwealth, possession, or the District of Columbia may summarily apprehend absentees from the Armed Forces of the United States and deliver them into custody of military officials. Receipt of this form and corresponding entry in the FBI's NCIC Wanted Person File; or oral notification from military officials or Federal law enforcement officials that the person has been declared an absentee and that his/her return to military control is desired, is authority for apprehension.

Civil authorities may apprehend absentees (AWOLs) when requested to do so by military authorities.

2. PAYMENT OF REWARD OR REIMBURSEMENT FOR EXPENSES.

REWARDS Receipt of this form, or oral or written notification from military authorities or Federal law enforcement officials, prior to apprehension of the individual, that the person is an absentee and that his/her return to military control is desired will be considered as an offer of reward. Persons or agency representatives (except salaried officers or employees of the Federal Government or service members) apprehending or delivering absentees to military control are authorized:

(1) Payment for apprehension and detention of absentees until military authorities assume custody, or,

(2) Payment for apprehension and delivery of absentees in a military installation.

REIMBURSEMENT FOR EXPENSES. Reimbursement may be made for actual expenses incurred when conditions for payment of reward cannot be met. If two or more persons perform these services, payment will be made jointly or severally, but total payment to all may not exceed prescribed limitation.

PAYMENT. Payment will be made to the person or agency representative actually making arrest and detention or delivery by the disbursing officer servicing the military facility to which the absentee is delivered and will be in full satisfaction of all expenses of apprehending, keeping and delivering the absentee. Payment may be made whether the absentee surrenders or is apprehended. Payment will not be made for information leading to apprehension, nor for apprehension not followed by return to military control. Both reward and reimbursement may not be paid for the same apprehension and detention or delivery.

INDIVIDUAL CLAIMS HE/SHE IS NOT ABSENT WITHOUT AUTHORITY. When a detained individual claims that he/she is not absent without leave and does not have the papers to prove his/her claim, the apprehending person or agency representative should communicate direct, by the most rapid means available, with nearest military installation manned by active duty personnel. When necessary, communicate directly (telephone or telegraph) with the Deserter Information Point of the Military Service concerned:

- a. US Army. United States Army Deserter Information Point (USADIP), Fort Benjamin Harrison, IN 46249, telephone collect Area Code (317) 542-3354.
- b. US NAVY. Commander, Naval Military Personnel, Command (NMPC-843), Washington, DC 20370, telephone collect: Area Code 800-336-4974.
- c. US MARINE CORPS. Commandant, US Marine Corps, Code MPH-57, Washington, DC 20380, telephone collect: Area Code (202) 694-2180/8526.
- d. US AIR FORCE. USAF Manpower Personnel Center, Randolph AFB, TX 78148, telephone collect: Area Code (512) 652-5118/5840.

Instructions for Preparing
DD Form 553, Absentee Wanted by the
Armed Forces

General note for ADP personnel processing this report. Coding must be as indicated in the instructions. In cases where specific coding instructions are not provided, reference must be made to the Department of Defense Manual for Standard Data Elements, DoD 5000.12M. Failure to comply with either the coding instructions contained herein or those published in referenced manual will make the **noncomplier** responsible for required concessions in data base communication. Items marked with an asterisk have been registered in the DoD Data Element Dictionary.

1. Item 1, Date Form Prepared: Enter date of preparation.
2. Item 2, To: Use address as indicated in the Services' implementing instructions.
- *3. Item 3, Name of Absentee: Insert last name, first and middle name in this sequence.
- *4. Item 4, Grade or Rate: Identify the Military Grade/Rate, name and code of the named absentee (e.g., Private, Airman Basic or Seaman Recruit, E-1) .
- *5. Item 5, Sex: Identify the absentee's sex as Male (M) or Female (F).
- *6. Item 6, Race: Identify absentee's race by coding as follows: a Red (American Indian) (R) , Yellow (Asian/Mongoloid) (M), Black (Negroid or African)(N), White (**Caucasoid**) (C), Other (X) or Unknown (Z) .
7. Item 7, DIP Control No: Identify the appropriate sequential Deserter Information Point (DIP) Control Number assigned by using agency to account for cases entered into the National Crime Information Center of the FBI.
8. Item 8, Distribution: Identify the receiving agencies and their complete address to which the form is sent (e.g., appropriate law enforcement agency).
- *9. Item 9, Place of Birth: Identify the City, State, and Country in that sequence.
- *10. Item 10, Date of Birth: Identify the absentee's date of birth, year/month/day, in that sequence.

11. Item 11, Height: Identify the absentee's height in feet and inches, in that sequence.
- *12. Item 12, Weight: Identify the absentee's weight in pounds.
- *13. Item 13, Eyes(color) : Identify the absentee's color of eyes (**BL-blue, GR-green, BK-black, BR-brown, HA-Hazel, etc.**) .
- *14. Item 14, Hair(color) : Identify the absentee's color of hair (**BR-brown, BK-black, BL-blonde, GR-gray, RD-red, BA-bald, WH-white**) .
- *15. Item 15-, "Service: Identify the absentee's branch of service. Use Army-A, Navy-N, Marines-M, Air Force-F.
- *16. Item 16, Citizenship: Identify the country of which the absentee is a citizen.
- *17. Item **17**, Social Security No: Identify the absentee's **social** security number.
18. Item 18, Operator's License No: Indicate the absentee's automobile operator's license number.
- *19. Item **19**, Operator's State: Indicate the state that issued the operator's license to absentee.
- *20. Item 20, Year Operator's License Expires: Indicate the year in which the absentee's operator's license expires. Year/month/day, in that sequence.
- *21. Item **21**, Date/Hour of Absence: Indicate the Date and Hour of reported absence year/month/day/hour , in that sequence.
- *22. Item 22, Administrative Date of Desertion: Indicate the date on which absentee was administratively classified a deserter. Year/month/day, in that sequence.
- *23. Item 23, Organization or Activity and Place From Which Absent: Indicate the absentee's organization or activity and place from which absent. If unauthorized absence occurs in transit, list old and new unit in Item 30 in remarks.
24. Item 24, Member's Permanent Residence Address: Indicate absentee's permanent residence address including ZIP code.
25. Item 25, License Plate No: Indicate absentee's vehicle license plate number.

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- *26. Item 25a, State: Indicate the state that appears on absentee's vehicle license plate.
- 27. Item 25b, Year Expires: Indicate the year that absentee's vehicle license plate expires.
28. Item 25c, License Plate Type: Identify absentee's license plate type (e.g. , personalized, disabled American Veteran, handicapped, government, etc.) .
29. Item 25d, Vehicle Identification No: Identify the absentee's vehicle identification number.
- *30. Item 25e, Year: Indicate the year in which absentee's vehicle was manufactured.
31. Item 25f, Make: Indicate the manufacture of absentee's vehicle (e.g., Ford, Datsun, etc.) .
32. Item 25g, Model: Indicate model of absentee's vehicle (e.g., Mustang, B-210, etc.).
33. Item 25h, Style: Identify the style of absentee's vehicle (e.g., 2 door, 4 door, hardtop, etc.) .
34. Item 25i, Color: Indicate the color of absentee's vehicle.
- *35. Item 26, Date and Place of Current Enlistment: Identify most recent date and place absentee signed contract. Year/month/day/place , in that sequence.
- *36. Item 27, Date and Place of Entry into Current Period of Service: Identify date and place of entry that absentee physically reported for active duty on current enlistment. Year/month/day/place , in that sequence. If the same date as item 26, enter "same as 26."
- *37. Item 28, Name and Address of Relatives and/or Persons Known by Absentee: Identify the absentee's nearest relatives, friends, and other persons most likely to have some knowledge or indication of absentee's whereabouts. Indicate their name, address, and ZIP Code.
38. Item 29a, Escaped or Sentenced Prisoner: Indicate status of absentee by marking the appropriate box. For escaped or sentenced prisoners, indicate in the appropriate space the specific offense (civil or military) for which convicted. If military, include reference to appropriate punitive article of the Uniform Code of Military Justice.
39. Item 29b, Discharge Status: Indicate absentee's discharge status by marking the appropriate box.

40. Item 30, **Remarks:** List peculiar habits and traits of character; unusual mannerisms and speech; peculiarities in appearance; clothing worn; aliases (names) ; marks and scars; tatoos; facial characteristics; complexion; posture; build; other SSNS used by individual; or other data that may assist in identification. List known facts (i.e., armed and dangerous, drug user, suicidal tendencies, guards are needed, etc.) .

41. Item 31, Military/Civilian Occupation: Identify absentee's specific military occupational specialty number and title, and prior civilian employment. Indicate specific job skills involved.

42. Item 32, Self-explanatory.

*43. Item 32a, Organization and Installation: The preparing agency's organization and installation.

44. Item 32b, Typed Name, Grade, and Title: The preparing official's name, grade, and title in the appropriate place.

45. Item 32c, Signature: All copies must be signed.

46. Item 33, Continuation of Front or Additional Remarks:

a. May be used for additional space needed to continue remarks from Item 30.

b. May also be used for continuation of other items from front of form.

c. In those cases where the FBI is involved (in accordance with the terms of the Memorandum of Understanding between the FBI and the DOD) , the following additional information must be included on the copy of the form provided to the FBI: the aggravated offense involved, the appropriate National Crime Information Center number pertaining to the case, the designated Deserter Information Point involved, and the name, grade, title, and signature of the person in charge of the Deserter Information Point activity.

NOTE : Attach a current photograph of the individual, if one is available, to forms before dispatching to appropriate agencies.

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| | | |
|---|---|---|
| REPORT OF RETURN OF ABSENTEE | | |
| <p>IMPORTANT NOTICE: THE ABSENTEE STATUS OF THE INDIVIDUAL NAMED BELOW HAS BEEN TERMINATED. MILITARY RECORDS INDICATE THAT YOUR AGENCY WAS SPECIFICALLY FURNISHED A COPY OF DD FORM 553. ABSENTEE WANTED BY THE ARMED FORCES, SOLICITING YOUR SUPPORT. REQUEST YOU CLEAR YOUR RECORDS OF THE DD FORM 553 PERTAINING TO THIS INDIVIDUAL AND THE ASSOCIATED UNAUTHORIZED ABSENCE INDICATED ON THIS REPORT. THE DEPARTMENT OF DEFENSE AND THE MILITARY SERVICE LAW ENFORCEMENT OFFICIALS CONCERNED GRATEFULLY ACKNOWLEDGE YOUR PARTICIPATION AND SUPPORT OF MILITARY APPREHENSION PROGRAMS.</p> | | |
| NAME (Last, first, middle) | | |
| SERVICE | 3. SOCIAL SECURITY NUMBER | 4. GRADE OR RATE |
| 5. FORMER ABSENTEE STATUS | | |
| a) <input type="checkbox"/> ESCAPED OR SENTENCED PRISONER <input type="checkbox"/> ABSENTEE <input type="checkbox"/> DESERTION (ADMINISTRATIVE) | (b) ORGANIZATION AND INSTALLATION FROM WHICH ABSENT | (c) DATE/ HOUR ABSENCE BEGAN |
| 6. CIRCUMSTANCES OF ABSENTEE'S RETURN | | |
| a) APPREHENDED OR SURRENDERED TO <input type="checkbox"/> | (b) <input type="checkbox"/> MILITARY AUTHORITIES <input type="checkbox"/> CIVIL AUTHORITIES | <input checked="" type="checkbox"/> FBI <input type="checkbox"/> DIS. <input type="checkbox"/> OTHER (Specify) |
| c) PLACE OF INITIAL RETURN | | (d) DATE/ HOUR OF INITIAL RETURN |
| e) <input type="checkbox"/> RETURNED TO MILITARY CONTROL <input type="radio"/> RETAINED BY CIVIL AUTHORITIES <input type="checkbox"/> CIVIL CHARGES <input type="checkbox"/> SAFEKEEPING | (f) MILITARY ORG AND INSTALLATION OR CIVIL LOCATION | (g) DATE RETURNED TO MIL CONTROL |
| 7. DISPOSITION OF ABSENTEE | | |
| <input type="checkbox"/> RETAINED <input type="checkbox"/> TRANSFERRED <input type="checkbox"/> TECHNICAL ARREST ORDERS C1 GUARD | (b) TO (Name of Command) | |
| j) COST OF TRANSPORTATION (NOTE: To be charged <i>to the</i> individual's account) | | |
| 8. REMARKS (To include location of Service, Pay and Health Records) | | 9. DISTRIBUTION (Same as for DD Form 553 at time of absence) |
| | | |
| i). DATE | 11. TYPED NAME, GRADE, TITLE & ORGANIZATION | 12. SIGNATURE (All copies to be signed) |
| DD FORM 616 REPLACES PREVIOUS EDITIONS OF THIS FORM. | | |

Instructions for Preparing
DD Form 616, Report of Return of Absentee

General note for ADP personnel **processing this** rePort. Coding must be as indicated in the instructions. In cases where specific coding instructions are not provided, reference must be made to the Department of Defense Manual for Standard Data Elements, DoD 5000.12M. Failure to comply with either the coding -instructions contained herein or those published in referenced manual will make the noncomplier responsible for required concessions in data base communication. Items marked with an asterisk have been registered in the DoD Data Element Dictionary.

- *1. Item 1, Name: Identify name of absentee (last, first, middle) .
- *2. Item 2, Service: Identify absentee's branch of service, use Army-A, Navy-N, Marines-M, Air Force-F.
- *3. Item 3, Social Security Number: Identify the absentee's social security number.
- *4. Item 4, Grade or Rate: Identify the Military Grade/Rate, name and code of the named absentee (e.g., Private, Airman Basic, Seaman Recruit, E-1) .
- 5. Item 5a, Former Absentee Status: Mark the appropriate box that describes former absentee's status.
- 6. Item 5b, Organization and Installation from Which Absent: Indicate the organization and installation from which the member was in unauthorized absentee status.
- *7. Item 5c, Date/Hour Absence Began: Indicate the date/hour that absence began. year/month/day/hour , in that sequence.
- 8. Item 6a, Circumstances of Absentee's Return: Mark the appropriate box.
- 9. Item 6b, Authority to Which Absentee is Returned: Mark the appropriate box.
- 10. Item 6c, Place of Initial Return: Indicate the installation to which the individual was returned to military control.
- *11. Item 6d, Date/Hour of Initial Return: Year/month/day/hour , in that sequence.

12. Item 6e, Military or Civil Authorities Disposition of Absentee: Mark the appropriate box.

13. Item 6f, Military Organization and Installation or Civil Location: Indicate the location of the absentee.

*14. Item 6g, Date Returned to Military Control: Indicate the date on which absentee was returned to military control. Year/month/day, in that sequence.

15. Item 7a, Disposition of Absentee: Indicate the disposition of absentee by marking the appropriate box.

16. Item 7b, Command in Charge of Absentee: Indicate to what installation or civil location individual was assigned or relocated.

17. Item 7c, Cost of Transportation: Indicate the cost of transportation for absentee.

18. Item 8, Remarks : Include location of service, pay and health records of absentee.

19. Item 9, Distribution: Identify the receiving agency and the complete address to which the form is sent (e.g. , appropriate law enforcement agency) .

*20. Item 10, Date: Indicate the date on which form is completed. Year/month/day in that sequence.

21. Item 11, Typed Name, Grade, Title & Organization: Indicate the name, grade, title and organization of person completing form.

22. Item 12, Signature: All copies must be signed.

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SUBMISSION OF REPORTING FORMATS

- A. Formats for automated input of the tables required by this Directive are given in attachments 1 and 2 to this enclosure. Reports may be submitted on punch-cards or magnetic tape at the option of the submitting agency. If magnetic tapes are submitted, they must be compatible with IBM 360/370 hardware and, if possible, conform to the following technical specifications:
1. IBM standard header and trailer labels on unlabeled tape
 2. Density: 1600 EPI preferred
 3. Track: 9 track preferred
 4. Record Length: 80
 5. Block Size: 800(80 x 10)
- B. Send by certified mail to:
- Defense. Manpower Data Center
550 Camino El Estero
Suite 500
Monterey, California 93940
- c. All submissions must be accompanied by a letter of transmittal indicating this DoD Directive number, the Report **Control** Symbol, the reporting period, the number of cards\records, and the tape specifications, if appropriate.
- D. For the purposes of this report, count an individual who fails to return to military control within 30 days only as a deserter and not as an unauthorized absentee as well. This eliminates double counting. Use the effective date of action in reporting these data. Use the processing date, as necessary, to record all late information received during the report period to account properly for all transactions and to preclude changing previous reports.
- E. For information purposes, the absentee and desertion rate will be computed on a rate per 1,000 basis in relation to the average of the enlisted monthly end strengths.

Attachments - 2

1. Report of Unauthorized Absence and Desertion
2. Deserters at Large and Returned to Military **Control**

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REPORTING FORMAT

Report of Unauthorized Absence and Desertion
(Consult DoD 5000.12 M (reference (h)) for
DoD Standard Data Element References)

| <u>Position</u> | <u>Data Element Description</u> |
|-----------------|---|
| 1 | Service |
| 2-5 | Reporting Period: Starting Date (YYMM) |
| 6-9 | Reporting Period: Ending Date (YYMM) |
| 10 | Format Identification 'A' |
| 11 | Sex/Race Population Group - Coding as follows (one report required for each of the six code values) : |
| | 1. Male White |
| | 2. Female White |
| | 3. Male Black |
| | 4. Female Black |
| | 5. Male Other Races |
| | 6. Female Other Races |
| 12-17 | Average Enlisted Monthly End Strength |
| 18-23 | Incidents of Absenteeism |
| 24-29 | Individuals who were in Unauthorized Absence |
| 30-35 | Incidents of Desertion (Administrative) |
| 36-41 | Individuals administratively designated Deserters |
| 42-80 | Blanks |

REPORTING FORMAT

Deserters at Large and Returned to Military Control
(Consult DoD 5000.12 M (reference (h)) for
DoD Standard Data Element References)

| <u>Position</u> | <u>Data Element and Description</u> |
|-----------------|---|
| 1 | Service |
| 2-7 | Reporting Date (YYMMDD) |
| 8 | Format Identification 'B' |
| 9-13 | Male White: Number of Deserters at Large |
| 14-17 | Female White: Number of Deserters at Large |
| 18-21 | Male Black: Number of Deserters at Large |
| 22-25 | Female Black: Number of Deserters at Large |
| 26-29 | Male Other Races: Number of Deserters at Large |
| 30-33 | Female Other Races: Number of Deserters at Large |
| 34-40 | Average Enlisted Monthly End Strength |
| 41-45 | Number of Deserters - Surrendered to Military Authority |
| 46-50 | Number of Deserters - Surrendered to Civil Authority |
| 51-55 | Number of Deserters - Surrendered to FBI |
| 56-60 | Number of Deserters - Surrendered to Other Authorities |
| 61-65 | Number of Deserters - Apprehended by Military Authority |
| 66-70 | Number of Deserters - Apprehended by Civil Authority |
| 71-75 | Number of Deserters - Apprehended by FBI |
| L . . 76-80 | Number of Deserters - Apprehended by Other Authorities |

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REFERENCES, Continued

- (e) DoD 7110-1-M, "Department of Defense Budget Guidance Manual , " Section 512, July 7, 1978
- (f) Joint Travel Regulations, Volume I
- (g) DoD Instruction 1336.1, "Certificate of Release or Discharge from Active Duty (DD Form 214/5 Series) , " December 14, 1978 .
- (h) DoD 5000.12M, "Manual for Standard Data Elements, " March 1, 1970